



SkillsUSA Nebraska

High School State Officer Application

Thinking of becoming a State Officer for SkillsUSA Nebraska?

- Will you be able to miss 5 -10 class days during the school year for SkillsUSA business and still be able to keep up in your classes and will your parents and school administration endorse your candidacy?
- Are you willing to travel across the state for leadership training and to promote SkillsUSA?
- Will SkillsUSA be a top priority to you in your school over other activities?
- Will you be able to attend the SkillsUSA events for Nebraska on the dates indicated on the attached tentative agenda?

If you can answer yes to the above questions, SkillsUSA Nebraska is looking for you!!!

Please complete the following application and return the application by February 15, 2010 to Karen Calvin:

Email w/attachment or scan to: karen.calvin@nebraska.gov

or

Fax to: Karen Calvin at 402-471-0117

or

Mail to: Karen Calvin

301 Centennial Mall South, 6th Floor
Lincoln, NE 68509-4987

This application must be received by Monday, February 17, 2010.

High School Candidate Personal Information

Name _____ Date of Birth _____ Age _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

Parent/Guardian Name/s _____

School _____ Advisor's Name _____

School Address _____

Current Grade in School (9th, 10th, 11th, 12th) _____ School Phone Number _____

Polo Shirt Size (S, M, L, XL, 2XL, etc.) _____ T-shirt size _____ Years as a SkillsUSA Member _____

Prior SkillsUSA experiences along with honors and offices held:

What are your career objectives?

Candidates Non-SkillsUSA activities/other affiliations

Organization	Responsibilities/Honors	Time Commitment

Advisors Endorsement

This candidate is a member in good standing of our local chapter. The information on this form is correct and valid. It is my opinion that this candidate has the ability, qualifications and integrity necessary to do an outstanding job as a SkillsUSA Nebraska State Officer. I will support this candidate during the current school year.	
Signature of Advisor	Date

Principals Endorsement

The above named student has demonstrated responsibility and overall good citizenship while a member of the student body. His/Her grade point average is a 2.5 or higher. I, therefore, endorse his/her candidacy for office.	
Signature of Principal	Date

State Officer Mandatory Meeting Dates

1. June 1 - 4, 2010 State Officer Leadership Academy (SOLA) - Doane College
2. July/August, 2010 – Dates to be determined by officer team – Pre-Fall Leadership Conference Planning Meeting (one evening and one day) - Location TBD
3. September 26(noon) – 27, 2010 Fall Leadership Conference - Location TBD
4. October 20 (evening)– 24(noon), 2010 Mid-America Leadership Conference - Columbus
5. February/March, 2011 – Dates TBD by officer team – State Planning Retreat – Hastings (two evenings and one day)
6. April 12(evening) – 16(noon), 2011 State Conference – Hastings (date subject to change)

Not Mandatory but a Possibility

1. June 21 – 25, 2010 National Leadership Conference - Kansas City, MO (3 Delegates)
2. September/October – Annual Foundation Gala – Location TBD
3. November 22, 2010 – Commissioner’s Recognition – State Capitol Rotunda
4. January, 2011 – SkillsUSA Week Proclamation Signing – State Capitol

I WILL BE AVAILABLE FOR ALL OF THE MANDATORY DATES LISTED ABOVE.

Officer Candidate Signature _____ Date _____

I WILL SUPPORT MY SON/DAUGHER IN ATTENDANCE AT ALL MANDATORY FUNCTIONS.

Officer Candidate Parent/Guardian Signature _____ Date _____

State Officer Contract and Code of Conduct - SkillsUSA Nebraska

As a state officer of SkillsUSA, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization, as well as, on your personal time. You will have an opportunity to meet students, advisors, administrators, business, industry, and legislators during your term in office. Your actions will set a standard for all SkillsUSA members to follow. When you sign this State Officer Contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of SkillsUSA.

As a state officer of SkillsUSA Nebraska, I agree to adhere to the following code of conduct:

1. My conduct shall be exemplary at all times.
2. I will, at all times, respect all public and private property, including the hotel in which I am housed.
3. I will spend each night in the room of the hotel in which I am assigned.
4. I will keep my advisor or assigned state SkillsUSA staff persons informed of my where-a-bouts at all times.
5. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
6. I will not enter a sleeping room of the opposite gender without the supervision of an advisor.
7. I will not use any type of alcoholic beverages, tobacco products, or drugs. If you should have been ordered to take certain prescription drugs by a licensed physician you should report such orders to your advisor or State Director.
8. Attendance at school is mandatory anytime it is in session. Grades must be kept at an above average level, a 2.5 minimum GPA. All work missed while on SkillsUSA business will be made up in a timely manner.
9. I will attend all sessions of any event where I represent SkillsUSA Nebraska.
10. I will adhere to the dress code (*page 6*) set by the State Director during the SkillsUSA events.
11. I have read and signed the internet code of conduct form (*page 5*).
12. I will, as an elected officer, attend the State Officer Meeting following the Awards Ceremony at State Conference.

Penalties - Violations of items 1-12 will result in a warning with consequences, suspension of duty or dismissal. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action will be sent to the appropriate authority, school administrator and parents/guardians.

I understand that, by signing this contract, if I am in violation of the above regulations and/or conduct myself in a manner unbecoming of a SkillsUSA Nebraska State Officer, I may be brought before the appropriate discipline committee for an analysis of the violation. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

Printed Name of Candidate _____

Signature of Candidate: _____ Date: _____

I have read and I understand the SkillsUSA Nebraska State Officer Contract and Code of Conduct. I agree to support the guidelines and the above named student to the best of my ability.

Signature of Parent/Guardian _____ Date _____

Signature of Local Advisor _____ Date _____

Signature of School Administrator _____ Date _____

Internet Code of Conduct

As an officer for SkillsUSA, you are a public figure. As an officer you represent your school, your state association and the National SkillsUSA Association. As you post content to personal and public web pages, I.E facebook.com, myspace.com, YouTube.com or other sites, keep in mind that people you do not know (including potential employers or admissions officers) have the ability to review and archive your personal space. These personal sites are being used as a point of reference to your site. Be sure your personal materials, including comments, photographs, video or sound files, would not embarrass your if they were viewed by SkillsUSA staff, business partners or instructors and are age appropriate.

E-mail addresses: If your personal email address does not project a professional image, create a new email address for any SkillsUSA correspondence. Be sure to check e-mail daily during your term of office as most communication between you and the State Office occurs via e-mail.

As an officer of SkillsUSA, I will represent SkillsUSA Nebraska with respect. This means for my term of office, any content I post on the World Wide Web where SkillsUSA is mentioned on sites such as myspace.com, facebook.com, YouTube.com or other sites will be reviewed by my advisor, parent, or state director. My e-mail address used for SkillsUSA business may be reviewed by an authorized adult such as a parent/guardian. I also understand that these websites will be monitored and I may be requested to remove material.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences as a state officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of any office I have been elected or appointed for SkillsUSA Nebraska.

Printed Name of Candidate _____

Signature of Candidate: _____ Date: _____

I have read and I understand the SkillsUSA Nebraska State Officer Internet Code of Conduct. I agree to support the guidelines and the above named student to the best of my ability.

Signature of Parent/Guardian _____ Date _____

Signature of Local Advisor _____ Date _____

Signature of School Administrator _____ Date _____

Dress Code and Personal Grooming

Officers will be in three types of dress while on SkillsUSA Business:

1. Causal – Similar to what you wear to school
2. Business Casual – Polo shirt and Slacks (khaki or black color)
3. Official Dress - **Men:** *Official red SkillsUSA blazer*
Black trousers with white dress shirt
Plain black tie with no pattern or official SkillsUSA black tie
Black socks and Black dress shoes

Women: *Official red SkillsUSA blazer*
Black skirt or slacks with businesslike white, collarless blouse
Black sheer or skin-tone seamless hose and Black dress shoes

Grooming - Ladies:

- One ring per hand. One earring per ear. Necklaces should be kept to one pearl necklace only when appropriate or a simple gold/silver chain or no necklace at all. No big jewelry. For earrings, studs would be appropriate. One bracelet only. No big bracelets.
- No visible body piercing. Tattoos must be covered.
- Nail polish should be appropriate business color (no loud colors).
- Skirts should be no more than three inches above the knee.
- Shoes for the stage should have no more than a two inch heel and should be closed toe.
- At all times ladies should wear closed toe shoes. Flip flops, sandals, and any other fashion shoe that does not have a closed toe should not be worn. Shoes should be neat and business appropriate. Some time tennis shoes may be appropriate.
- Hair should be pulled back out of the face when speaking. If necessary, either half up or all the way pulled back. If you have bangs, you should pin them back out of your face.
- Jeans should not have any holes in them or bleach spots and should not be too tight.
- You should always wear a belt if your pants have belt loops.
- Shirts/ Polo's should be tucked in at all times.
- Official dress- aside from the rules in the handbook, ladies should have only the top button, buttoned on their blazers at all times.

The State Office will assist with the purchase of a new SkillsUSA red blazer if your local chapter does not have one to fit you properly.

Gentlemen:

- Always come to a SkillsUSA event freshly shaven. A shaved face is always to be expected.
- Shirts/Polo's must always be tucked in.
- A belt should be worn with pants that have belt loops. No hanging pants and no undergarments showing.
- Jeans should not have any holes in them or bleach spots.
- Tattoos must be covered and body piercing is not acceptable. Earrings are not allowed.
- Shoes should be neat and business appropriate. Sometimes tennis shoes may be appropriate.
- Official dress- aside from the rules in the handbook, gentlemen should have both buttons, buttoned on their blazers at all times.

The State Office will assist with the purchase of a new SkillsUSA red blazer if your local chapter does not have one to fit you properly.